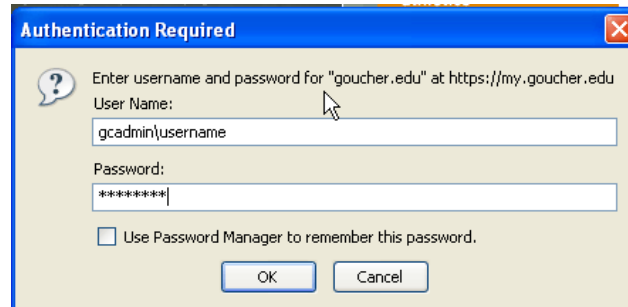


Entering Grades into MyGoucher

1. Use your web browser to go to <https://my.goucher.edu>

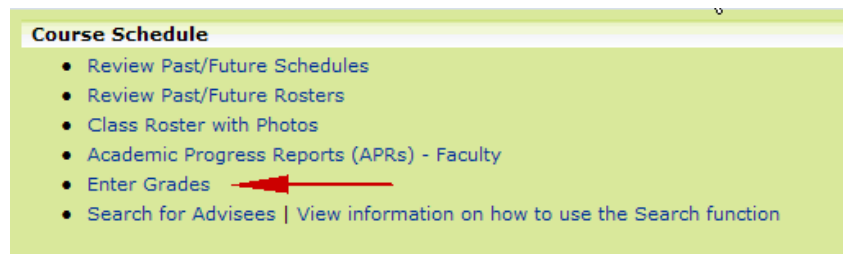
If prompted for a username and password, use your Goucher network\email username and password. When entering your username, remember to enter it as gadmin\username, then your password, as in the screen below.



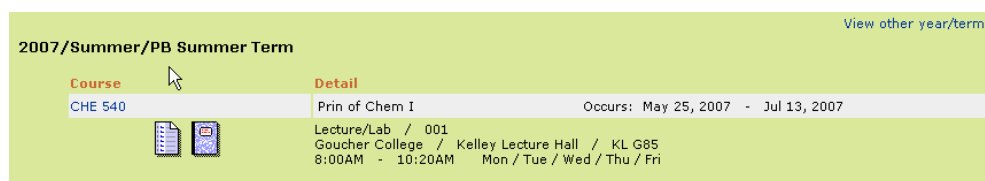
2. When you enter MyGoucher you will be on the Home tab. Click on the word Faculty to go to the Faculty tab.





3. If today's date is after the last day of classes, use the Enter Grades link in the Course Schedule portion of the Faculty page, at the top middle portion of the page.



If today's date is before the last day of classes, then you can click on the Gradebook icon underneath the Course ID in the Course Schedule portion of the Faculty page.



4. Underneath the course number there are two icons:

- a.  is the class list icon. Click on this icon to retrieve a class list.
- b.  is the gradebook icon. Click on this icon to enter grades for the class.

5. When you click on the gradebook icon, a similar screen with your students' names will appear:

Grades

View: Summary go Final Options E-mail Download Statistics **Grades are chosen from the list provided.**

This section is not open for midterm grading.

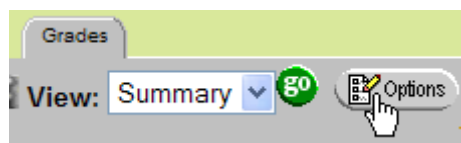
	Name	Id	Credit Type	Points	Final Grade
<input type="checkbox"/>	Black, Marissa Alexandra	001511560	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Blinnison, Laura Marshall	002028620	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Bowman, Ariel Justine	002031002	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Calvo-Friedman, Alessandra Elizabeth	002028406	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	D'Agati, Douglas Vincent	002021400	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Dietrich, Elisabeth Margaret	002029217	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Dilly, Laura Leigh	001031575	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Eisenberg, Emily Rebecca	002010602	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Gerat, Andrew Benjamin	002030700	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Gunwardena, Delani Scvazinghe	002023600	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Jonas, Mary Elizabeth	001160960	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Kang, William Jin Se	001020319	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	L'Hercoux, Abby Hutchison	002020270	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Low, Andrew Elliott	002027400	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	MacNamara, Marina Meghan Cullin	002023600	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Migrom, Olga	002020702	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Opatzheim, Anna Kate Ellen	001020305	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Park, Eunice Kathleen	002034000	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Phillips, Nicole Alexis	002010600	Post-Bacc Credit		<input type="text"/>
<input type="checkbox"/>	Ravis, Nataly	001020700	Audit		<input type="text"/>

* Withdrawn student Page 1 of 2

You may have multiple pages of students

Reset Save Remember to save your grades

6. You can change the number of students listed per page by clicking on the Options button in the upper middle portion of the page.




That will open the following window:

Edit Course Manager Preferences

Course Manager Preferences information is used to determine how to display courses in the Course Manager.

Students Displayed Per Page: ?

Columns Displayed Per Page: ?

 [Return to Gradebook](#)

Enter the number of students per page that you wish to see and click the save button.

7. Select a grade from the list provided for each student.
 - a. Your entire class roster may not be visible on one screen. You can see other pages of students by using the Page drop down list box in the lower left hand corner of the screen
 - b. Make sure you have given a grade to each student.
 - c. Please remember to save your grades.